



## Natick Finance Committee

Pursuant to Chapter 40, Section 3 of the Town of Natick By-Laws, I attest that the attached copy is the approved copy of the minutes for the following meeting:

### **Town of Natick Finance Committee**

**Meeting Date: February 4, 2012**

The minutes were approved through the following action:

Motion:	Approval
Made by:	Mr. Pierce
Seconded by:	Mr. Resmini
Vote:	11-0-0
Date:	February 25, 2014

Respectfully submitted,

James Everett  
Secretary  
Natick Finance Committee

**NATICK FINANCE COMMITTEE MEETING MINUTES**

**February 4, 2014**

**Natick Town Hall  
School Committee Meeting Room, Third Floor**

This meeting has been properly posted as required by law.

**MEMBERS PRESENT:**

Jonathan Freedman, Chairman  
Karen Adelman Foster  
Mari Barrera  
Jimmy Brown  
John Ciccariello  
Cathleen Collins  
Catherine M. Coughlin

Bruce Evans, Vice Chairman  
James Everett, Clerk  
Patrick Hayes  
Mark Kelleher  
Jerry Pierce  
Christopher Resmini  
Edward Shooshanian

**MEMBERS ABSENT:**

Michael Ferrari

**ATTACHMENTS:**

- A. Agenda for this evening's meeting
- B. Keefe Tech Handouts:
  - 1. General Laws, CHAPTER 71, Section 16
  - 2. Executive Summary – FY15 Preliminary Budget
  - 3. Executive Summary – Keefe Tech Capital Improvement/Borrowing History
  - 4. Executive Summary – Keefe Tech Roof Repair-MSBA Project Partnership
- C. MSBA Accelerated Roof Repair – District Town Ownership Ratios
- D. South Middlesex Regional Technical School District FY15 Budget –Sub-Comm Review-TOTAL
- E. Morse Institute Library FY2015 Budget Presentation
- F. Memo from Murphy, Hesse, Toomey & Lehane, LLP
- G. Revised Budget Book Pages

Meeting was called to order by Mr. Freedman at 7:12 p.m.

The Chairman reviewed the evening's agenda. There will be no Meeting Minutes to review and there is not any new business.

Mr. Freedman reminded members there is a revised budget for the legal department, page VII.13; revised budget for Bacon Free Library; and revised pages for the Community Development Department.

**SUBCOMMITTEE UPDATES:**

Ms. Coughlin states they met with the police chief regarding the Police Department Budget. She is going to get what they discussed typed up and sent out to everyone in advance of Thursday's meeting.

Mr. Brown stated, regarding the Education and Learning Subcommittee, there will be at least two to three Subcommittee meetings with the Natick Public Schools. As far as the three agenda items tonight that would be under that subcommittee; Keefe Tech, Morse Institute and Bacon Free Library, Mr. Brown and/or Ms. Collins have had informal conversations with members of those.

**OLD BUSINESS**

**KEEFE TECH:**

Mr. Freedman introduced Superintendent Jonathan Evans and Ms. Kirsteen Leveillee who will be presenting. Mr. Freedman explained this is the first of the meetings that they have scheduled and that tonight is just an overview as some budgets are still going to be in flux. This is preliminary and the numbers are subject to change. Tonight is just to lay the ground work, allow members to ask any questions and get a better understanding of what they are proposing. On March 20<sup>th</sup>, they will be back to provide the members with final numbers and action can be taken at that time.

Jonathan Evans, Superintendent of Keefe Tech introduced himself. He states he is the new Superintendent and began on January 5<sup>th</sup>. He then introduced Kirsteen Leveillee, Director of Finance and Business Operation. Mr. Evans presented the general and preliminary information about the Keefe Tech FY2015 Budget. Highlights included:

- Natick representatives who are part of this process are Tass Filledes and Dr. Stephan Kane.
- In November and December, the leadership team at Keefe Tech reviewed the entire Operating Budget Proposals with a subcommittee of school committee members and they also invited town leaders from each of the five district towns. Mr. Brown was represented at each meeting representing Natick. Attachment D shows the total amount proposed for the entire Operating Budget for FY15 is \$17,415,750, for an increase of 2.97%. This is the number the School Committee approved. Between now and the next School Committee meeting on March 6<sup>th</sup>, they will be working diligently to take a look at the governor's budget numbers. They will also be looking at revenue sources and any efficiencies that they can within the budget and it is their intention to give a firmer and perhaps different number on March 20<sup>th</sup> at the next FinCom meeting because they will have voted their budget by that time.
- Keefe Tech endeavors to have a roof project that has been approved by the MSBA and has also been approved by the School Committee and they will be working with the member towns to factor out the cost that would be assessed to them. Mr. Evans stated they are pleased that their \$5.997 million dollar roof project was approved for reimbursement by the MSBA at a \$69.89% reimbursement rate. The remaining percentage of approximately 30-31% would be funded by the member towns at the level of population that they send within the school. In the budget line, they do have an indication that \$415,000 would be the contribution by the five member towns of which Natick has approximately 9.65% for the Capital Roof Project for Natick. That is based on the last three years of enrollment and the average percentage that Natick Public Schools residents comprise within their district. And for Natick, with a five year note at

2-1/2% interest, which is just a calculation, the total cost over five years would be \$187,005 and they further broke down what the five year contribution would be as a Capital expenditure for the town of Natick.

- Ms. Leveillee added that as a regional school district they are required to identify all of their expenditures or anticipated costs for the upcoming year. For FY15, the school committee has approved going forward with an MSBA Roof Repair Project so they have to in turn show an anticipated amount that the district would have an expense for debt service for the first year of such note. She states that this is for illustration purposes on their initial preliminary FY15 budget, which includes the general operations as well as the debt component. They have to show that as a region for all of their expenses and offset with all of their revenue sources that would come from various areas so that there is clarification in that overall number.
- Mr. Evans states as a concluding statement about the cost for Natick that, while it is preliminary and they will have more to say at the March 20<sup>th</sup> meeting, with a reduction for the town of Natick from 63 to 53 students, it is very safe to assume that they are not anticipating an increase in the Natick assessment and they will have a more firm number to share with the Board in March.
- Mr. Evans discussed the roof project, as stated in Attachment B4.

Mr. Freedman stated that he would like to keep the conversation for the moment away from the roof project since it is not clear. It is likely that this project will not be funded through the Operating Budget but more likely a Capital item or some other mechanism. In all likelihood, it will be coming back to the Board as something different; either a standard Warrant Article or as a Special Warrant Article. Mr. Freedman stated he would like to focus the discussion tonight on the Operating Budget. He asked the Superintendent if he could explain what the major significant changes are in FY15 relative to FY14; i.e. what some of the factors are driving the increases or the decreases that are projected going forward.

Superintendent Evans stated they did negotiations on the collective bargaining agreements within the school, as well as an anticipated increase in health insurance. Ms. Leveillee stated that health insurance would be a significant increase. She stated they joined West Suburban Health Group as of FY2014 so they are hoping to see some of that increase mitigated by joining that group. They are still projecting an 8-10% increase based on the West Suburban Health Group TPA. They did not have any increase in FTE's within this budget. They did have a couple of retirements and there are a few cost savings that are some reductions within line items. They did also include increases in various instructional categories based on teaching; they had some turnover so there were some net increases or decreases based on where a teacher may have been hired within the salary scale. Within this preliminary budget, they also have \$50,000 for extraordinary maintenance and that is outside of the Capital Improvement Project that is intended for some of the other major issues that they have within the building that they did not get responsive certification from MSBA. They had submitted a Statement of Interest in 2012 that included more items than just a roof and some of those are coming up as priorities and they had placed \$50,000 as an earmarked amount within this preliminary budget for those expenditures that are less than \$100,000. Additionally, they have the Siemens Retrofit Energy Project as the annual lease expense that is within the Capital Improvement line item; that does have a slight increase this Fiscal Year and that is based on the schedule. That was a \$17 million dollar Retrofit Project for the building back in 2005-2006 that was not a borrowing bonding item; it was net of the energy savings that they receive in operations so that lease payment has an escalation amount that is included within this budget. They do also have the debt service amount as indicated that is a requirement that as a region they just have to include in anticipation of such debt payment.

**SUBCOMMITTEE CONCERNS/COMMENTS:**

Mr. Brown congratulated Superintendent Evans on his new position. He then asked them to clarify the large differentials that were because of reclassification. Ms. Leveillee explained that they had a reclassification in the health insurance, which is a component of the Department of Education's reporting requirement so they broke out the portion that is identified strictly with their retirees. The overall increase is the same. The main line item looks as a reduction; however, the increase within the retiree line brings them both together as the overall increase of roughly 8% (Page 21 in Attachment D). Mr. Brown stated as a follow up that every year this is the same thing, it is very transparent. There are different directors and different department heads. If there are any questions on a specific line item, they have all the information to back it up.

Members questions and discussion included the following:

- Ms. Collins asked what three contracts were settled. Ms. Leveillee states the teachers, the secretarial and the custodial bargaining units were negotiated and successfully completed for the FY14 as the first year. FY15 is the second year of all three contracts, all steps and lanes were fully implemented and there was a COLA of 1.5% and they did have an addition on the final step of 1% differential. Ms. Collins then asked for detail about what kinds of things they got the extraordinary maintenance that were not approved by MSBA. Ms. Leveillee stated they have an inhouse maintenance mechanic that does a lot of inhouse repairs. Some of the leaks on some of the equipment that was Retrofit equipment they had to replace or repair. There are steam trap units that need to be repaired. There are locker rooms that need complete overhaul and that have not been touched in many years. The parking lot has some significant damage that will need to be repaired. Not all of these items were earmarked for the \$50,000 but they have a large, longstanding list of items that they have attempted. Mr. Evans also stated the auditorium seating is the original.
- There was discussion about the E&D account. Ms. Leveillee stated that it is not completely certified yet and they are waiting for that figure to come back but it will be around 3%. The last time it was certified was last Fiscal Year. Mr. Freedman asked Ms. Leveillee to explain what the E&D account is. Ms. Leveillee states they have it as excess and deficiency. She says it is basically certified free cash on the town's side but for regions it is E&D of what they have available to assign through the School Committee vote for their appropriation of what has been identified. They typically apply a portion of that to the assessment as a revenue offset to help mitigate any additional assessments that the towns would have. They also maintain an amount that would be their safety net for their own district and they try to run their operations as tightly as they can and solve any problems that they have within their own budget year to year. It is not something they can accumulate. DOR did require them to spend down a health insurance trust fund they had when they were self-insured and that has been depleted fully so as of FY15 there will not be that additional resource for revenue allocation. Mr. Evans states they take that amount very seriously and realize that as a regional school, if they have a shortfall, their recourse would be to go to their five district towns. He states they have never done that nor do they intend to so they look at their E&D account to really try to have monies available if there is an unforeseen need.
- Member asked about the decrease in Natick's enrollment and if that is related to Natick's new high school. Mr. Evans notes that in 2013 they had 20 graduates from the town of Natick and that was a big number for them. They noticed, in spite of having great access and support from Natick Public Schools, they did not have a great deal of transfer activity from kids who were at Natick High School looking to change to Keefe Tech and that was around the time the new High School was built. He states they have taken in a

typical number of Natick students but they just graduated a lot in 2013 so there are a few factors.

- Member asked if they could pass along a schedule of their School Committee meetings for between now and March 20<sup>th</sup>. Mr. Evans stated the only meeting they have between now and then is on Monday, March 3<sup>rd</sup>.
- Member asked question regarding the Operating Budget numbers and what the number would be for Natick. Mr. Evans stated that for Natick's percentage of enrollment, they have approximately 7.61% of the operating cost, which is still preliminary. He states this is their entire Operating Budget. They then take away their revenues from Chapter 70 and from Regional Transportation Reimbursement, and some other sources of revenue within their district. They look at the remaining cost for their member towns. There is a minimum contribution. He states there is a lot of calculation but it would not be as simple as 10% of the 17.4 million, it would be a smaller number. He explained they cannot quote last year's number for Natick, which was \$1.27M for the total assessment for the town of Natick. They are not pinning down a specific assessment but with 10 less students they are certainly not looking for an increase from that point. Mr. Freedman added that the number in the book is projected at 10%. The reason it is there is because at the point in time the budgets are created, it is very preliminary as it is December. It is put in there as a placeholder with an open acknowledgement that that number is going to change and possibly decrease.
- Member asked if they were finalized on the \$17,415,750. Mr. Evans stated they have set that budget as their preliminary budget and it is entirely possible that between now and the March 3<sup>rd</sup> School Committee meeting that they might recommend some reductions in their Operating Budget that would need to be approved by the School Committee but they are very confident that that number will not get bigger. Member then asked how they determine their Chapter 70 by March 3<sup>rd</sup> considering the budget's process and the governor and state legislature. Mr. Evans stated it is something they will have to put a great deal of thought into. They are involved in different leadership organizations where regional superintendents and other school leaders are all grappling with that same dilemma. They will look historically, they will try to get the best information they can at that point and have an assessment that is based on their best thought on what the Chapter 70 will be, as well as what they are going to ask their towns for. They are going to do their best to project all of their revenues as best they can and to ask the town for what they are asking for and then to work with what they have left. Member asked what percentage of their revenues is Chapter 70. Ms. Leveillee stated they receive about \$3.6 million in Chapter 70 and \$300,000 in regional for transportation reimbursement so about 22% roughly.
- The school was built in 1969. The overall school structure is in good shape. They try to give their students real world experiences; i.e. when there is a water fountain broken, they try to have the plumbing students come out and help out. The horticulture shop helps out with the acres on their campus. They are proud of the way the building is maintained by their students.
- Handouts will be sent to Mr. Freedman to distribute to Board members.

#### MORSE INSTITUTE LIBRARY:

Mr. Freedman referred members to Page III.15 in the Budget Books and also Attachment E. Mr. Freedman introduced Dr. Joseph Keefe and Ms. Linda Stetson for their presentation.

Mr. Joseph Keefe introduced himself and stated he was a member of the Board of Trustees. He thanked the Finance Committee for all of their support of the Morse Institute Library over many, many years. He stated that Town Meeting accepted the Will of Maryanne Morse 150 years ago this coming April and on the 2<sup>nd</sup> of January they opened their doors for the 120<sup>th</sup>

year of service to the community. He stated they are very proud of all the activities that take place and the services that are rendered to the community as a whole. He also took the opportunity to thank Ms. Stetson for the outstanding leadership that she has provided over the last four years.

Ms. Stetson, Director of the Morse Institute Library began her presentation by stating she was going to give a state of the library presentation of what they have been up to, what they would like to be up to and how things are going (see Attachment E). Highlights of her presentation include:

- They have a new Logo; this was just changed a couple of months ago and launched in January when they launched their new website.
- The Mission Statement was explained including providing both print and nonprint materials and to meet the needs of the community.
- They have been holding steady with about 60% of residents having library cards. They circulate over 40,000 items a month and they have about 1000 people a week coming into the building.
- They have WiFi and WiFi printing and they continue to successfully use social media.
- They have two program funding priorities in PIRS that they are asking for this year: 1) additional funds for a part-time (16 hrs/week) children's library associate and, 2) additional money for more books, magazines, audiobooks, and E-books.
- Responsibilities of the part-time Children's Room Associate were explained including supervising children, ages from birth through grades 5/6, in regular visits to the library; assisting children in locating materials and information for research or study projects; provides individual instruction in the use of library services and facilities.
- 37% of the library circulation is done in the Children's Room.
- They are popular with surrounding towns because of the quality of the staff and the quality of the program.
- Programs include: Science Bob, Discovery Science with the Museum of Science, Summer Reading Kick-Off.
- Funding Sources for Books, Magazines, AV Materials: The town pays about 66% of their materials budget. The Mass Board of Library Commissioners (MBLC) has minimum requirements for funding levels for the overall budget, for hours open, for materials and that minimum standard for Natick is \$276,220. The town pays \$165,000 of that for the Morse, the Bacon is \$16,000. The Friends, the Trustees, Donations and Foundations make up the balance of that. They would like to increase the town's contribution to the Materials Budget any amount that they can and it does help them meet the demand for the newer titles that are coming out. They are trying to buy many copies of the new titles that are coming out to cut down on the wait time of 9 to 12 months for the latest book.
- They also continue to serve as a community comfort station during inclement weather. The newest program is a COSTEP Program, which is Coordinated Statewide Emergency Planning. They are one of the few libraries in the commonwealth that are working to understand what they need to do to protect their collections if there is a flood or natural disaster. They also work in the Cultural District, the Natick Veteran's Services, the Service Council, American Red Cross, the Economic Development Department and the Natick Together for Youth Coalition. The library staff also helped out with the Natick Service Council Food Pantry.
- State Aid continues to drop and that is what pays for the Sunday overtime hours and summer Saturdays.
- Municipal Appropriation Requirement (M.A.R.) calculated for FY15 shows they need at least \$2.193 million dollars to meet the minimum requirement for the Board of Library

Commissioners. This includes both the Morse Institute and the Bacon. The preliminary request that had been submitted for the Morse and the Bacon put them at \$2.2 million, which includes the Program Improvement Requests.

#### SUBCOMMITTEE COMMENTS/QUESTIONS:

Mr. Brown stated one thing discussed was the difference between the new position and the young adult librarian. Ms. Stetson stated the young adult librarian has been a very successful position for them but she is up on the second floor and the kids birth through about age 12 are on the lower level. There are very different needs and requirements for those age groups. Ms. Stetson explained she wants to make sure they have adequate staffing at the lower level for safety reasons. She explains they also have had to close the Children's Room twice in the past four months due not having staff available to cover for staff who are out on vacation or out sick.

Members questions and discussion included the following:

- Member asked Mr. Stetson to describe the process by which they develop the budget and the meetings they have with the Trustees. Ms. Stetson explained she gets instruction from the Town Administrator on whether it is a level service and then talk with her leadership team to find out the increase of the cost of materials and as she updates the PowerPoint from the numbers she writes on the budget, the Trustees weigh in. They look at this several months earlier and they give her their feedback. Dr. Keefe added discussions started back in October and Ms. Stetson made formal presentations at Trustee Meetings both in November and December, which afforded them the opportunity to question in detail. She also made available department heads at those meetings for specific questioning. The budget is presented to the Finance Committee and has 100% approval and support of the Board of Trustees.
- Two of the three Program Improvement Requests are included in the budget already. They are not seeking money for the third Program Improvement Request at this time.
- The M.A.R. calculations and requirements were discussed. There are minimum requirements that the community and the library must meet in order to be certified by the Mass Board of Library Commissioners. That certification carries with it the reception of State Aid and reciprocal borrowing with other libraries. They want to know how many hours the library is open, how many days they are open and what the book budget is. How many people go to the library is not a basis for it. To maintain that qualification the budget needs to be \$2.2M no matter who goes to the library or what they do.
- Dr. Keefe stated the purpose of the requirement is to provide a base for all of the libraries in the commonwealth that are publically supported. During the recent recession, the Board of Library Commissioners withdrew from many communities the privilege of being a public library because of the failure of that community to support the library through its annual budget. That means that persons from a community who might have had the privilege of borrowing books from the Morse or any other public library were precluded from doing that. In addition, State Aid to the particular community was altered so there is a penalty for a community's failure to meet the requirement. Member asked if they knew the percentage of out of town patrons who use the library; Ms. Stetson states they can run the numbers but she does not have that number. Dr. Keefe referred members to Page III.20, line 4, which shows that they are a "hotbed" for the interlibrary loan system whereby persons from Melrose are able to obtain a copy of a volume that they hold and vice versa. He states within the 21 libraries that are members of the MinuteMan Network that is a major service that is provided to all the residents of those 21 communities. Member requested that the percentage of library cards that are from out of town be a take away; Ms. Stetson stated that is feasible and Mr. Freedman agreed.



- Minuteman Library was discussed. Ms. Stetson states the beauty of that is that no library has to buy everything.
- Member then asked if there was any coordination between the library and the programs that happen at the Community Center. Ms. White states those discussions do involve the Town Administrator. She has had discussions with Ms. Lambert and they share the goal of coordinating and collaborating between the two departments.
- Member asked why this 16 hour person was not added to “The Additional New Hires Proposed” section on Page I.13 in the Budget Book. The 16 hours is intended to be a new person into the system and not additional hours for an existing employee. Ms. White stated this appears to be an oversight. This is noted as a take away to update this.
- Mr. Towne explained there is a formula error regarding Pages, (page III.19 and III.22), explained what it was and stated he will email the corrected information to Mr. Freedman tomorrow. Mr. Freedman requested updated budget sheets for these regardless of what happens tonight.
- Member asked how the English as a Second Language Program came about; Ms. Stetson stated it was there long before her. She states it is headquartered at the Framingham Public Library and then from there the Literacy Unlimited goes out and tries to find other locations that can be training sites and tutoring sites. Dr. Keefe states that the public schools in the Commonwealth of Massachusetts are required to provide English as a Second Language Program for all students beginning in preschool and extending it through the high school. The library is just chosen as a center where the program could be presented in the most efficient way.
- Member asked if the library has any involvement with the Town Advisory Committee for information technology. Ms. Stetson stated they have a staff member who has been serving on that committee for at least two years.
- Member referred people to Page III.28 and asked for clarification regarding the Library State Aid of \$20,000 and if that is what the M.A.R. gets us. Ms. Stetson stated it is closer to about \$35,000.

## PUBLIC CONCERNS/COMMENTS:

None.

A motion was moved at 9:03 to move favorable action on the amount \$2,087,264; \$1,764,336 for the total salaries and total operating expenses of \$322,928 as amended on Page III.15 of the Budget Books, for the FY15 Morse Institute Library budget.

Moved/Motioned by:	Mr. Jim Brown
Seconded by:	Mr. Bruce Evans
Motions or Debates:	<ol style="list-style-type: none"> <li>1. Mr. Brown stated that the library has always done a very good job. He stated that he got his very first wallet, which was a billfold, for the specific purpose of putting his library card in it. He states he still has that wallet to this day. He talked about getting the youth involved, particularly with the new position and states that is wonderful. He stated they are exactly on point and need to start the children out early and this is a great step in doing that. He noted the subcommittee that handles this is the education and learning committee which comprises the school. He stated there has been talk tonight about a couple of programs that overlap with the schools and he believes this is a very important learning and education tool for the town.</li> <li>2. Mr. Evans stated he wants to talk in support of this budget. He stated the numbers have been corrected and are now working. He</li> </ol>

	<p>commented that the Board has heard in earlier projections from the schools of the bubble in the middle school age kids but also the preschool kids that they are seeing in the town. He also noted he has heard at Friends of the Library book sales that many of the families that have moved into town have done so for two reasons; 1) is the schools and, 2) is the library. The two are a pairing that adds value to the community not only in the quality of the school system and the library but the quality of life in town. He stated that helps the town, it helps grow the tax base, people want to live here and those are two big reasons so he urges support of this budget.</p> <p>3. Mr. Kelliher stated he is going to vote no on the budget. He stated, with the issue of the M.A.R., he does think it is important and he does think they should be qualified and stated he was trying to point out that we kind of get a discount on that increase. He stated the fact that it is not tied to anything is elusive and what is discussed within the details really does not matter. He stated there is this budget that has to be funded and yet it seems to him that the whole budgeting process is backward because we have the money and now need to hire some people or start some programs or do something just because we have to put the money somewhere. But with all that, he stated he would have still supported this budget. The reason he is going to vote no is because a previous questioner asked where an \$18,000 increase in the budget was coming from, 18% of \$100,00, and they did not have the answer. Until he can figure out why the Pages are getting paid \$18,000 more, which is not just a small amount, he is going to vote no.</p> <p>4. Mr. Everett stated, as an example of the importance of books in the community, is three times a year there is a book sale at the Library put on by the Friends of the Natick Library. They sell paperback books at \$.50 cents per paperback and a hardback at \$1.00. They are very reasonably priced. They sell some other things too but two weeks ago they had the sale that did over \$9,000 worth of sales. Think of that at \$.50 cents a book or even a dollar a book, how many books were sold in a two day period in that library. That lets you know how important reading is to the members of this community. Having a library is very important, not only to the children but to the adults. He stated he knows people use it very often because it does have WiFi access, which they do not have at home so they can look for jobs, they can get on the internet and do things that they cannot do at home. He thinks it is important all the things they do. He stated he understands the previous speaker talking about \$18,000 but \$18,000 on a \$2 million dollar budget is not that much and as far as the M.A.R. is concerned, this budget was not built around the M.A.R., it was built around the services to be provided to the community. The services being provided to the community happen to be within the M.A.R. requirements. He stated we want to do services, the M.A.R. requires us to go up on average 1.025% or 2-1/2% a year based on an average. He stated he knows it is a little more complicated than just that but roughly it</p>
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	<p>is 2-1/2% a year and that is what our revenues are coming up from taxes at 2-1/2% a year so it is reasonable to him to have M.A.R. request that to get library experience and, as pointed out, the M.A.R. is more than just getting \$30 some odd thousand dollars from the state, it is also the access to other libraries and so forth so there is more to it than just that. Mr. Everett stated whether they have to do the M.A.R. or not is irrelevant. He stated we have to provide these services and luckily with a little bit of tweak it fits the M.A.R. right now. He would urge everyone to support this as it is. If there are other questions as a take away, he stated we can come back and revisit it but for right now this is an important part of the community and it is an important part of the fabric that we live within Natick.</p> <p>5. Mr. Pierce stated that he does appreciate the addition in the children's area. He remembers bringing the kids to the lower level and getting down on the floor. He states that as an adult, it is kind of hard to get back up again sometimes so he is glad they are going to have a staff person chase after the kids now. He stated he was happy to hear that Library staff volunteered at the Natick Food Pantry. He stated that he is a transporter of the generous donations at the Community Senior Center to the Service Council and he was there the day they were there and it was a wonderful community service project and he stated he really appreciates that they are doing that and maybe other departments will follow suit because the Service Council needs more volunteers and needs more food donations.</p> <p>6. Ms. Collins reminisced also about the time that she got her first library card and stated it is one of those moments that she still remembers this many years later. She stated she is a big proponent of reading. She stated that she will support this budget and will say positive things but she finds it very distressing, not so much that an \$18,000 change could not be explained but that nobody at the library recognized it did not add. That to her is much more distressing. She stated the library is an important part of the community. She stated she does think the M.A.R. is a stupid rule because it is so rigid in its calculation but she stated it is also important so that libraries do not get stripped to support all the other services people in town want. She stated with the exception of the fact that nobody realized it didn't add, which she says she will take part of the blame for that because she was supposed to sit down with the library and was sick, she also hoped that going forward we do not continue to agree to contracts where people are paid overtime for their normal hours, not overtime hours but states that is a fight for next year. She stated right now she wants people to join her in supporting this. She stated it is not perfect but it is really good.</p> <p>7. Mr. Hayes stated he also found it a little disconcerting about some of the numbers. He stated that he has liked what he has experienced the past 3-4 years with their budget so he will call it an anomaly. He pointed out that he learned that word in the library when he was growing up. He stated he thinks the M.A.R. is a red herring and it ought to be viewed at that. It is a means for</p>
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	<p>a simple calculation, as a previous speaker said, to see if the town's commitment to its library system is consistent with what the rest of the budget grows around tax revenue basis. He stated the library has an inventory of approximately 190,000 items but it had a circulation of 650,000 items last year. Said another way, it had access to three times the amount of inventory it held inside of its four walls. It happens because it has a system called the Minute Man System that allows you from your home, from any library or from any browser to find out who has the book and get it sent to your local library. He stated those are some of the benefits paid for to have a library system. The M.A.R. helps to measure whether we are actually making that kind of investment or not but that is coming from the Operating Budget. He stated this is one of the two libraries in town helping lead the community into the 21<sup>st</sup> century, the digital library. He stated he has talked about this for a number of years as a supporter; it is not just about books, it is about English as a second language, the E-Books, the CDs and the DVDs. It is about the fact that the children can go have tutoring sessions in the quiet of the library and have a meaningful hour spent with somebody inside of a facility that we are helped funding. View of these two buildings and what they have inside is an extension of our educational system, not just for K through 12 but K through the end of your life or from the beginning of your life through the end of your life if you want to be that broad about it. He stated he would argue as he has done a few years ago that if you take some relatively straight forward KPIs about the value of what we get out of the library, this \$2.1 million dollars that this budget is asking for is clearly going to return by any measure of value 4-5 times the investment made. That is the kind of investment being talked about and there are a number of budgets in the town that get that; this is one of them. He stated he is hard pressed on understanding why anybody would not support it with all due respect to the problems with the numbers tonight. He can look past those and would encourage everybody else to look past those.</p> <p>8. Mr. Cicciarello stated he is sorry that he brought up the \$18,000 issue but stated the role as members of the Finance Committee is to review the budgets, review the numbers and if some errors or omissions are found, bring it up and discuss it and eventually get the correct answers. He stated he does not expect everybody that is sitting in the library staff to pick up all the mathematical errors that exist. He stated there is a Finance Department that runs the numbers, it was missed, obviously it was picked up and we are all fortunate about that. He stated that the budget has been pretty flat over the last 3-4 years and one of the places it has been truly flat is on materials and for the first time they are asking for an increase in materials, which probably close to half of that goes toward the PIR. Mr. Cicciarello stated he thinks the library is a great asset for the community. He stated, as he is on the parking committee, he made a few walks around town to see what the parking problems are. He stated at 3:00 the number of parking spaces available around the library dwindle fast. He stated the</p>
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	<p>reason is that a lot of parents come down after school and start taking advantage of the after school programs that exist there. He thinks there are some great things going on there and hopes they continue. He stated he thinks they have had some great leadership over the years with the library, with the Trustees and with the new director. He stated he is sure they will get the numbers right for them and he would rather do the PIR tonight rather than going back at the end of March and trying to figure out what should be cut and what shouldn't be cut. Town side of the budget is pretty stable. He stated that does not mean he is going to approve every new employee but this is one employee that he feels is appropriate just like he did public safety under the DPW.</p> <p>9. Ms. Coughlin stated, as she sat and listened to everyone else, she listened to the questions, she listened to the commentary and said to herself "if you can't beat them, join them, let's keep adding staff". She stated she knows this is not a benefited position but she just wants to let everyone know where she is coming from. She stated for the past few years in the budget she has heard about all the self-checkout types of items and the different things people can go in and help themselves. She stated we have all of these things that let people go in and do things on their own yet we are still going to ask for more staff. She states she knows it is a small amount of money but that is why she is going to vote against the budget.</p> <p>10. Mr. Freedman stated he intends to support this. He thinks the Morse and the Bacon are tremendous assets to the community. He stated a lot of the previous speakers have touched on some of his comments and stated that if Mr. Cicciarello had not brought up the question of some of the numbers he knows 4 or 5 other people that were ready to go including himself. Mr. Freedman stated on the Pages Salary line item he is curious about the increase. He stated when they get the revised pages from Mr. Towne they will see what the numbers really look like without all the crossouts on the pages and he thinks they are going find that the increase is actually closer to \$10,000 rather than the \$18,000 that is on the page. He stated if they look even closer they will find that the 2014 appropriation may be the anomaly because the \$29,000 they are talking about right now is much closer to the 2013 actual. As a run rate goes, this is not necessary out of line compared to last year. Mr. Freedman stated from his point of view, these numbers are close enough right now so that he can support them without a great deal of trepidation because he believes in the mission that is being fulfilled in this library. He states he does tend to support this.</p>
Vote:	11 – 3 – 0

Dr. Keefe stated that this was the 38<sup>th</sup> year that he has appeared before the Finance Committee in one capacity or another and he has always held in great esteem that the members put in such an amount of time. He thanked the members on behalf of the Trustees.

BACON FREE LIBRARY

Mr. Freedman reminded members that they do have revised pages. Mr. Freedman turned the floor over to Mr. John Brisbin, Director of the Bacon Free Library, Mr. John Donovan, Chairman of the Board of Trustees of the Bacon Free Library, and Mr. John Manning who is the Treasurer of the Board of Trustees.

Mr. Donovan thanked the town for its continued support of the library. He referred members to the revised Page III.32. He stated the change was that the Performance Indicators have been updated. He stated there was some information relating to circulation programs offered and the hours and some other indicators there that they updated to include more accurate information for the calendar years 2012, 2013 and half of 2014. They also did update some of the notes section above the organization chart relating to the current hours of the library director and the assistant director. Mr. Freedman reiterated that the numbers they have been looking at are not changing, just the supporting information to the library structure and the performance indicators.

Mr. Donovan started by saying they consider the Bacon Free Library a gem of the town. Their core mission has always been to provide materials and learning resources for the citizens of Natick and consistent with the wishes of their benefactor, Oliver Bacon. He states they have always tried to select from the broadest range of interests and topics to provide materials to the citizens of Natick and states they have been doing that on the shores of the Charles River now since about 1881. They have a very active Friends Organization who helps them accomplish this mission and they are a tremendous resource for them. Mr. Donovan turned the floor over to Mr. John Brisbin to address the budget requests and some of the activities at the library.

Mr. Brisbin gave a slide show presentation. Highlights include:

- Oliver and Sarah Bacon lived on Badger Street and they ran the library out of their house for thirty-nine years. They had no children. Sarah Bacon was part of the Ladies Social Circle and that is how the need for a library grew and Oliver changed his Will when his wife died prior to him so that the work could go on. Mr. Brisbin thanked them and the town for picking it up and helping it to grow and to be meaningful at every age of Natick.
- In FY13 they gave Natick residents wider access by opening for whole business days, they established safe staffing with two persons on duty for those wider hours. In FY14 he states they restored \$3,000 to their book line; it had gotten sliced in half from \$12,000 to \$6,000 for recessionary years and they took a step up from that. He states that he got an additional 3-1/2 hours per week so that he can devote himself to some administrative duties.
- One benefit of that is that they got a Mutual One Grant, which supports early literacy. Preschoolers and Reading Readiness is something that is recognized by the American Library Association and that is why they developed the program called Every Child Ready to Read.
- They have the safe staffing for all the hours they are open but do not have coverage when someone is out. He states they did take first step for safe staffing during a tough economic period so they did not ask for all that was necessary to allow them to take accrued time and also preserve that safe staffing. They are 2.63 full time equivalents; that was one of their two PIRs. The other one did not end up in the Town Administrator's budget and that is the final \$3,000 bringing them back to pre-recessionary level of \$12,000 for books.
- The Director is 35.5 hours; the Assistant Director and Children's Librarian are 26 hours, Library Assistant who is Treasurer is at 15 hours a week and they also have a Library Assistant who does all the maintenance on the equipment and helps with the website and that is an 8 hr/wk position. They also have a library school student. The FY15 proposed

budget includes that PIR and that would give them 4 more hours a week for a Library Assistant.

- Mr. Brisbin went over many programs that the library offers.
- Circulation, delivery of services and collections are key assets for libraries. From FY05 through FY10 Bacon Free Library circulation more than doubled; 13,000 to 29,600. Since FY10 most public libraries have declined in circulation as E-Books, Netflix, hand held internet, etc. crowded into the info market yet their circulation held even. This year they doubled the first six months and have come up above 30,000 for the first time.
- There has been an increase in program and group attendance FY14 versus FY13.
- This budget contains \$10,269 additional for salary of which \$9,715 is that PIR that is included. It does not include the \$3,000 for books. It is \$13,269 over the last year.

Mr. Freedman asked if Mr. Brisbin could provide a copy of his slide show presentation to the Board, which he stated he will do.

#### SUBCOMMITTEE CONCERNS/COMMENTS:

Ms. Collins states their budget is pretty straight forward. The part that might be confusing is that it is not all on the town. The Trustees and the Friends have a contribution every year as well so there is the amount they are looking for but it costs more than that to run the library. She also pointed out the annualized hours they are open (Page III.32) is 2210 hours a year and they checked out 30,000 books, which is more than 13.5 books per hour.

Members questions and discussion included the following:

- Member asked about the dollar amount that the Board of Trustees and Friends have contributed to the library. Mr. Brisbin stated the South Natick Kitchen Tour was over \$11,000 and the Annual Fund through email raised \$5,000.
- Member acknowledged that they did not get the \$3,000 for additional books from the town and asked if they would like to have the Board add that \$3,000 to the Wish List. Mr. Brisbin, Mr. Donovan and Mr. Manning said yes.
- Member stated if they could give a good reason why they need the \$3,000 that he would make a motion tonight. Mr. Brisbin stated they need more for the preschool readership including board books, DVDs and CDs and also picture books. The ones they have are worn and they are not able to answer the kid's demands as they should. They also need to update their materials for classes that come in.
- Member asked about the Mutual One Grant and/or other grants and where they appear in revenues. Mr. Manning stated any grant they receive from a charitable entity would show up under the Trustees line. A return from the endowment fund will show up under the Trustees line.
- Member states someone on the outside asked her to ask whether or not the boiler has been replaced; to which Mr. Brisbin stated yes.
- Member asked if they have a Facebook page; Mr. Brisbin stated yes they do and they do use social media. They are Minute Man members also and Mr. Brisbin states both libraries help each other out and they rely on one another. They also coordinate their technology use with the Advisory Technology team.
- Member asked if they could provide the Board with handouts regarding their fundraising and the endowments as a take away; Mr. Brisbin stated he would.

A motion was moved at 10:15 for approval of the Bacon Free Library in the amount of \$155,446. Numbers are comprised of \$134,301 for personnel services as stated on Page III.29, and \$21,145 for supplies, \$3,000 more than stated on Page III.29.

Moved/Motioned by:	Mr. Brown
Seconded by:	Mr. Hayes

A motion was moved at 10:16 in favor of the budget as printed on page III.29 in the amount of \$152,446, numbers are comprised of \$134,301 for personnel services and \$18,145 for supplies for the Bacon Free Library FY15 budget.

Moved/Motioned by:	Mr. Cicciarello
Seconded by:	Ms. Adelman Foster

Motions or Debates:	<ol style="list-style-type: none"> <li>1. Mr. Brown stated the \$3,000 reflects the PIR for the additional request for supplies, specifically in the area of books. He stated this library has shown an upswing, as they stated, even during the depression years. Now that circulation is on the rise, on the scale of things \$3,000 at this point in the budget season is not really that significant. He stated a colleague had recommended this be put on the Wish List to be revisited at the end of the year but he would suggest that the Board do this now. He stated the Library continues to show enthusiasm and they clearly enjoy what they do. He stated the Library serves a need in that part of town. Mr. Brown stated the businesses are growing in that area, they are serving a purpose and educating more students. Mr. Brown stated this Library compliments what is happening in the school system. He stated the Bacon Free is able to offer perhaps different programs than are offered at Morse so it really is expanding. As they are doing such a good job and the excitement is still there, Mr. Brown is suggesting and is hoping that the committee would support giving the \$3,000 so they can have the tools that they request.</li> <li>2. Mr. Hayes stated clearly from what he said with the prior budget, people can understand that he is passionate about libraries in general and he is extra passionate about the Bacon Free. He stated the \$3,000 budget fulfills a need that clearly presents itself with this library and the community that it serves. He stated it is not just a library that serves the community of South Natick, it draws widely from all of Natick. It is also part of a broader library system and it has to participate just like other libraries do. He stated everyone has heard through the presentation all the things that are going good there and he thinks this is another thing that this library needs to help continue its upward thrust to be a very prominent contributor to the entire Natick community.</li> <li>3. Mr. Cicciarello stated that he probably supports everything that has been said tonight by all the previous speakers and the presentation but in this case he is going to stick with the Town Administrator's budget. He stated the reason is that the Board has some major budgets to go through. He stated the Board has supported Bacon Free Library substantially over the last three years and can't believe the excitement the new Director brings to the library as a Director. Mr. Cicciarello stated if the library at some point in time really feels there is a need for additional supplies, he would like to see where the endowment stands and essentially what the numbers are there. The opportunity to come back and ask for additional funds can happen through Reserve Fund Transfer if need be or it actually can be looked at in the fall. Mr. Cicciarello's preference is to wait for the fall when the Board has a Free Cash number so they have some sense of where they are going.</li> </ol>
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	<p>In some ways, he wants to support the higher number but he is going to support the \$152,446, understanding that there may be an opportunity at some point in time to come back and ask for the \$3,000.</p> <ol style="list-style-type: none"> <li>4. Ms. Adelman Foster stated she also agrees with everything that has been said and she would love to vote the higher number but she is supporting the lower number. She likes the idea of a wish list so they can balance and be more systematic about what additional things they fund. She stated this is a trivial number compared to the rest of the budget obviously but she would prefer to take a more systematic approach to funding additional items and do it at the end of the process.</li> <li>5. Mr. Everett stated it is very difficult not to support books and reading but in the back of the books, there are \$940,000 in PIRs that were submitted by department heads who said this was a need they have. Only \$568,000 of that was actually put in the budget, or 60%. There is \$372,000, which \$3,000 of that is this, that was not included and we are still \$3 plus million dollars in the red on the budget. Mr. Everett stated he would like to support a higher number but at this time, until he can see them getting more balanced in the balance on the budget, if we start setting the stage where we should be recommending all the PIRs then we are adding another almost \$400,000. He stated then we start getting into picking and choosing with PIRs do we think are the ones that are the most important and every function and every service to the community is important to somebody. What may be fact to one person is absolute necessity to somebody else. He stated he can see how this is important but so are a lot of other things in the town and rather than getting into growing it beyond the 7% that it is already growing, and if you look at it from 2012 from \$118,000 up to \$152,000, that is almost \$30,000 increase or a 30% increase in the last couple of years. He stated we have to be a little more careful about what we are going to do. He would add it to the Wish List or the "Opportunities List" is what he has called it in the past. He stated he maintains that and if you ask him to put something on it he will put it on it and will keep that in mind in the future but at this time, because of all of the other commitments that are not going to be met because we cannot afford everything, he does not think we should add anything at this time.</li> <li>6. Mr. Pierce stated that he goes by the library 3-4 times a day and he knows it is very busy and wishes it was open more hours during the day. He stated he is not going to quibble over \$3,000 for replacing tattered books and for more books to upscale the library, especially not when we spend \$100,000 on turf fields.</li> <li>7. Ms. Collins stated that her mission is that a budget goes to Town Meeting that includes this \$3,000. She stated she still has not decided which one she was going to support tonight; support it now or when the Board gets through. She is recommending we use the first \$3,000 from Keefe Tech here. She stated she knows Mr. Brisbin did not plan anything for the day that she was there because she dropped in unannounced. She went in only to set up a meeting but because Mr. Brisbin was so excited about the meeting that she stayed for it. Someone made mention of the \$3,000 that we are out. She stated if we look at that, which comes from the schools, much of it comes in the</li> </ol>
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	<p>learning disabilities area. Supporting literacy for youth, preschool kids at both libraries means not having to support additional head count in school system when they grow to be that age. Luckily preschool books do not outdate as quickly as adult books, but they also get beaten up, especially when 13.5 items are being checked out every hour. Those things are going through the process. In total we are asking for an additional \$27,553. A mention was made about the fact that it has been a 30% increase since FY12; she stated that is because it was gutted it in FY10. Everybody tightened up, the libraries tightened up a lot more than any of the other places. She stated this would be to restore the book budget back to the FY10 amount of \$12,000, no growth despite the fact that books are going up in price, just a restoration. She stated she has not decided whether she is going to support it now or whether she is going to support it when the Board has been through every budget once but states rest assured she is going to support it. She stated if we do not have a chance, she will motion at Town Meeting for it because this is important.</p> <p>8. Ms. Coughlin stated the budget prior to this everyone expressed how important libraries are, how important reading is, how important getting the children in there is, getting them involved, getting their parents in, so important that there is an \$18,000 or \$10,000 floating out in that budget but let's all vote for it. Now let's look at the history of this library coming before us. She stated since she has been on this committee, they always come hat in hand, she would liken them to Keefe Tech who asks for very little, when every budget the Board has seen so far wants to add more people without caring about benefits in the future. She stated she was voting tonight, she doesn't care where it comes from, for \$3,000 for books for a very small budget for three gentlemen who come before the Board who ask for very little.</p> <p>9. Ms. Barrera stated she is in full agreement with her colleagues that libraries are important and believes both libraries in town are valuable. She stated she is very happy to support the additional \$3,000 at the end of the budget process. She stated there is the Opportunity List and the Board can look at all of the PIRs as a whole and see where there is room and she would be very happy to support it then. She stated she will support the budget as printed, the second motion tonight, not because she does not support the library or additional books but because she thinks of the budget process the Board has to go through as they try to mend the numbers and make the expenses within the revenues.</p> <p>10. Mr. Kelliher stated that he is going to support the higher amount. He stated these people have only 2 FTEs and are doing an amazing job. He stated if you look at the very good defense of the previous budget, the other library, and all of those very good points that carry forward to this, why you need a library, why you want to support it, he would point out that, although the budget is not balanced, this side of the budget is balanced, in fact there is a \$1,500 surplus so half of this is already available. He also pointed out that in the previous budget we just waived our hands at \$18,000 that just did not add up and we just kind of skipped right over that. This is 1/6 of that little tiny number. He asked the members to give these guys the money, give it to them now and let them do wonderful things with it.</p>
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	<p>11. Mr. Freedman stated that he intends to support the budget as printed. He stated budgets are about setting priorities basically. It is how we manifest our priorities and how we balance competing interest against each other. This whole budget has to be taken as a whole, it is not the municipal side versus the school, it is a town budget and this is not to say that all of the PIRs are completely equal to each other or all of them are completely unequal to each. In addition to one budget throughout the town, we are \$3 million dollars in the hole and that is actually a floating number because as we will see as we go later into tonight's agenda, the legal budget is going to increase from what is printed in the book by about \$33,000. So, if you want to decide town side against school side, which he does not advise, the town side is now in the red as well. Mr. Freedman also wanted to point out that the line item that we are talking about here was increased in the past several years; 2013 he believes the appropriation might have been \$6000, it was raised to \$9000 for FY 14 so there had been gradual increase, well deserved, and of all the PIRs that have been submitted for this budget there is a judicious application of judgment in that additional hours were deemed to be more important than an additional increase in the supply budget. He believes the hours are worthy, it will get to the services that the library provides to the people that are coming and have been coming in in greater numbers and that is a testament to their efforts and their ingenuity in getting to that point but the additional \$3,000 for supplies is on top of an increase that was already provided for last year. He stated that can be reevaluated at the end of the budget process and see if there is an opportunity to add it then. Of the two PIRs, Mr. Freedman stated his judgment is that the hours were more important than the supplies so he will support the budget as printed.</p>
<p>Vote: (\$155,446) Vote: (\$152,446)</p>	<p>7 – 7 – 0 (motion fails) 13 – 1 – 0</p>

#### COMMUNITY DEVELOPMENT BUDGET:

Mr. Freedman referred members to page VII.59 in the Budget Books. He did remind members about the revised budget (Attachment G). Ms. White clarified the changes; she stated they have an employee who is retiring. The position that is being vacated is the position of Environmental Compliance Officer. That salary is carried 50% in the Community Development Budget and 50% in the Selectman's budget. That position has two main functions; one is that the individual provides support and expertise to the Conservation Commission serving as a Conservation Agent, which is a critical position virtually mandated. The other role of the Environmental Compliance Officer is that of the role that has become very evident in recently years working to "green" the community, energy conservation initiatives. The incumbent had the unique qualifications to fulfill both of those roles. The plan is to break it into two jobs; one is the Conservation Agent, which would be a part-time position with the top end pay scale at the grade level that tops out at \$21.98/hr. It is their expectation that position would be 15 hrs/wk and that position would be in the Community Development Budget. On that line item they are deleting Environmental Compliance Officer from Community Development and replacing it with Conservation Agent at a conservatively lower salary. There is also before the Board tonight the Selectman's Budget, which Ms.

White asked the Board not to take up tonight. She states this is where the other half of the solution would go. Their proposal is ask for funding from Town Meeting for a fulltime Sustainability Coordinator; that would be a lower pay grade than the Environmental Compliance Officer. They will be asking for \$60,000 for that position when the Board sees the Selectman's Budget. The sum of the two parts; the part-time Conservation Agent and the fulltime Sustainability Coordinator add up to less than the current salary of the Environmental Compliance Officer. They are not providing a new benefited position; only one of the two positions would be benefited so it is not increase in benefits and a reduction in salaries to fullful those roles. The incumbent has agreed to stay on on a part-time basis to fill the Conservation Agent role and that is permissible through his retirement and he will also be in a position to mentor the Sustainability Coordinator when that position is filled. They would fill the Conservation Agent position immediately because again the Conservation Commission does need that support but will hold off on the Sustainability Coordinator until the start of the Fiscal Year.

Mr. Freedman recapped, as far as the Community Development Budget goes, one fulltime person will be reduced and replacing it with a part-time person, which is already reflected on the Personnel Staffing sheet as a vacant position at .4 FTE. Those numbers are already reflected on the revised sheets that Mr. Towne handed out.

Mr. Patrick Reffett, Community Development Director took to the podium. He stated the changes in personnel as explained by Ms. White resulted in a 3% decrease in the overall budget for FY2015, that total amount being \$835,017. Mr. Reffett described some things that his department does including administering building codes, zoning codes, and environmental requirements. He explained the focus of the department is promoting livability within the town of Natick. He reiterated that their request is a slight amount less than the FY14 budget. He stated they do a lot of work with very few people. Some of the things that they are now going to be doing within this calendar is implementing electronic permitting. He is also working with a \$2.5 million dollar grant that the town received from the Mass Office of Business Development and Mass Works in order to do some traffic improvements on Kansas, which would help spruce up access to and from the labs. There is a great level of concern relative to making sure that the Natick Soldier's Services Center has the ability to sustain what is likely to be some fairly surmountable defense spending restrictions over the next few years. They want to give the labs the best ability to succeed that they can. He stated the Economic Development Planning person they hired in November is working diligently with a number of local committees and also with a number of regional concerns such as the 495 Partnership, each of which are focused on economic development.

Members questions and discussion included the following:

- Part time Inspectors is going from 2.6 to 3.35 due to the anticipation of more construction and the requirement to have additional inspection above and beyond FY14. Some projects anticipated include the Paperboard Project and the 41-Unit Project on North Ave. This will also ensure they do not have to make inspection requirements extend beyond the 72-hour requirement.
- The change from an Environment Compliance Officer to Conservation Agent position was discussed. Mr. Reffett explained there is a change in hours and what the capacity is going to be.
- Member questioned the hiring of a part-time Conservation Agent for 15 hrs at roughly \$18,000 when there are two vacancies on the salaries page (VII.65) under Technical Professional Inspectors part-time and increasing FTEs from 2.60 to 3.35 (page VII.61). Member asked why they were adding FTEs when there are already vacant

positions. Mr. Reffett was asked to provide some rationale of how he came to the request for additional inspectors and then go from there; Mr. Reffett agreed.

- Mr. Reffett will provide figures for the Conservation Fund per the request of a member.
- Member made note that if the hours of the inspectors are being increased, the hours of the expected revenue that these are going to generate should also be increased under Local Receipts. This will be looked into. Ms. White stated in the Permits and Licenses category, that revenue did go up \$75,000 in the projection for FY15 as compared to FY14 but she cannot say if it is attributed to projected increase in electrical license fees, etc.

#### PUBLIC CONCERNS/COMMENTS:

Ms. Nancy Lavash from Precinct 1 took the podium. She stated she continues to hear how the town is growing, there are more people, more buildings and more roads and yet as each budget is discussed, not just this one, she keeps hearing we probably do not need more people to do the increased amount of work. She stated somehow that does not seem realistic to her.

A motion was made at 11:20 to move favorable action on the amount of \$835,117 of which total salaries is \$811,306, total operating expenses of \$23,811 as printed on Page VII.59 of the Budget Books, for the FY15 Community Development budget.

Moved/Motioned by:	Mr. Evans
Seconded by:	Mr. Pierce
Motions or Debates:	<ol style="list-style-type: none"> <li>1. Mr. Evans stated that some tough questions were asked and there were some discrepancies but he thinks the Board got a satisfactory explanation from both the Community Development Director and the Town Administration. He stated he is comfortable with this number. He thanked Ms. White for the \$75,000 proof point that the inspections are going up. He thinks the explanation on the FTEs for the inspectors makes sense, that money is only used for inspections as needed and if it is not used it falls to Free Cash.</li> <li>2. Mr. Pierce stated Mr. Reffett made a very compelling case for his budget and he fully supports it. He stated he is amazed at the work the department does year after year and thanked Mr. Reffett for that.</li> <li>3. Mr. Cicciarello recapped on the numbers that he added up for the temporary part-time inspections. He stated he has a clear understand as to why the part time numbers are changing and he states he got the explanation he needed as far as losing an employee who is retiring and then getting a savings from that and the differential coming back regarding COLAs and the increase by adding the additional individual for 15 hrs a week, which comes out to somewhere around \$18,000. He stated he feels comfortable enough that the numbers he had seen tonight and the clarifications have made him more comfortable to support the budget.</li> <li>4. Mr. Everett confirmed the numbers again. He stated he was also concerned about an increase in staffing hearing that some of the projects were coming off, which is the reason he had asked about the fee structure. If he had</li> </ol>

	<p>heard that that was flat, he would be very upset that it is increasing here but not putting it on the other side. Hearing that there is a \$75,000 increase, while it may not all be attributable to this, at least it shows there was some consideration that there might be more work and therefore more fees coming in. He stated that he is satisfied that both sides of the equation there were covered. He stated also that this is one of those budgets that the revenue does not pay for the particular usage. The revenue goes into the general coffers, the use comes out of this budget. He stated if there are more inspections where there is going to be more revenue, that revenue cannot be used to add people, it has to come out of this budget. He stated under budgeting this because of unknown revenue coming in, figuring people can be added as revenue comes in is not an option except through transfers or re-budgeting in the fall. He stated he would rather be conservative and have the 3.35 part-time people in here, understanding that if the fees are not coming in to go into the general revenues, these will not be used. He stated he thinks this is the right thing to do at this time.</p> <p>5. Ms. Collins stated she will vote against this budget because although the 2.6 to 3.35 has been explained satisfactorily, if there are that many increase expected, there should be a better understanding of where those inspections are. She stated although she appreciated the added revenue, she is still not comfortable that the additions are needed. She stated any money saved here because the inspections were not done does not drop to Free Cash until the fall of FY15, it cannot be re-dispersed this fall.</p>
Vote:	12 – 2 – 0

**BOARD OF SELECTMEN BUDGET:**

Mr. Freedman stated that Ms. White will be asking for additional time on this to revise the Selectmen Budget to compensate for the retirement of the individual, half of which is paid out of the Selectmen's Budget. Ms. White stated the Selectmen are hearing it Monday night, 2/10/14. Mr. Freedman suggested a postponement of the Board of Selectmen Budget until 2/11/14.

Motion was made at 11:30 to postpone the Board of Selectmen's Budget to 2/11/14.

Moved/Motioned by:	Ms. Collins
Seconded by:	Ms. Barrera
Motions or Debates:	None
Vote:	12 – 0 – 0 (unanimous)

**LEGAL BUDGET:**

Mr. Freedman reminded members about the revised handout of page VII.13-14. There is also the letter from Murphy, Hesse, Toomey & Lehane, LLP (Attachment F), explaining their request.

Ms. White stated the revised budget is higher than the one originally in the Budget Book by \$32,800. She stated the reason for this was, pursuant to the letter (Attachment F) from Town Council, the Board of Selectmen did vote to approve a retainer amount of \$100,000, which is a \$32,800 increase. Ms. White discussed the details in the letter. She stated their hourly wage has been averaging out to about \$40/hr, which is clearly below any reasonable level for attorneys. She stated the Selectmen's vote was unanimous to increase the retainer to \$100,000 and they have approved the revised budget.

Members questions and discussion included the following:

- The breakdown of the legal services was discussed.
- The amount of \$100,000 will stay the same regardless of how many hours put in by the firm.
- There is a lot of history with this firm. They have been the town's council for 32 years. They provide the town with good service and value. She stated the number of years of experience with the community is of great benefit.
- Member asked question regarding an amount of \$25,919.10 as stated on page A1.23. She does not know why the note says "2012 Labor Services". Ms. White stated she will look into this along with what the definition of "printed" means on the page.
- Member asked why we have law books if we have an outside legal team. Ms. White stated Council is in Town Hall one day per week and they use those books frequently.

A motion was made at 11:50 to move favorable action in the amount of \$312,800; \$302,800 for operating expenses and \$10,00 for other charges and expenses on the Budget for Legal Services FY15.

Moved/Motioned by:	Mr. Everett
Seconded by:	Mr. Cicciarello
Motions or Debates:	1. Mr. Everett stated he has looked at this budget for 9 years now and he always wondered how they can get by with paying \$40-45/hr for lawyers. He stated he can understand how it needs to come up. He stated it was interesting to see that they cannot overspend it and if they put in twice as many hours than expected, they are going to get \$20/hr. He stated it is not a bad deal. He stated he hopes someday they might not have to use them as often but as of right now in this society we do. He stated he recommended approval.
Vote:	12 – 0 – 0 (unanimous)

### **ADJOURN (11:51 P.M.):**

A motion was made to Adjourn at 10:10 p.m.

Moved/Motioned by:	Mr. Pierce
Seconded by:	Mr. Evans
Motions or Debates:	None
Vote:	12 – 0 – 0 (unanimous)